

CALIFORNIA'S ONE-STOP CAREER CENTER SYSTEM

SOLICITATION FOR PROPOSALS GENERAL ANNOUNCEMENT

SFP

JANUARY 1998



Pete Wilson,
Governor

SOLICITATION FOR PROPOSALS (SFP) FOR ONE-STOP CAREER CENTER SYSTEM GRANTS

Announcement, January 23, 1998

- Implementation Grants
- Partnership Building Grants
- Technology Grants

SFP PROCESS TIMELINE

Bidders' Conferences: February 2 - 11, 1998

Proposal Submission Deadline: March 31, 1998, 3:00 p.m.

Evaluation and Scoring: April 13 - 17, 1998

Site Visits: April 20 - 30, 1998

Announcement of Intent to Award: June 15, 1998

Contracts Mailed to Subgrantees for Signature: July 1, 1998

Contracts Returned to the State: August 1, 1998

Partnerships Funded: September 1, 1998

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CALIFORNIA'S ONE-STOP CAREER CENTER SYSTEM SOLICITATION FOR PROPOSALS (SFP)

I. GENERAL ANNOUNCEMENT:

A. INTRODUCTION:

On November 17, 1996, the U.S. Department of Labor (DOL) announced the award to California of a \$24 million grant over a three-year period to implement its One-Stop Career Center System. Nearly three-quarters of the \$24 million will be invested in local One-Stop partnerships over the three-year grant period. The One-Stop Career Center System, known as California WorkNet, strongly supports the integration of education, job training, and employment programs, services, and information to ensure they are delivered in a manner that is integrated, comprehensive, customer focused, and performance-based to meet economic and workforce preparation regional needs.

California received an initial allocation of \$8 million of which the majority was made available to local partnerships through a Solicitation for Proposals (SFP) process. Thirty proposals were received and, in July 1997, Governor Pete Wilson announced the award of 18 grants totaling nearly \$5 million to local One-Stop Career Center System partnerships.

California has received second year funding from the DOL in the amount of \$7.5 million. These funds are intended for systemic change in the local workforce preparation system. A fundamental consideration in deciding which local projects are funded will be the level of joint planning, policy development, and linkage among One-Stop, School-to-Career, Welfare-to-Work, California Work Opportunity and Responsibility to Kids (CalWORKs), and economic development activities. Funds that partnerships receive from this grant may only be used for activities detailed in the proposals they submit and must conform or comply with the activities outlined below. One-Stop Career Center System funds may be used to:

- Convert current service delivery mechanisms into a coordinated One-Stop Career Center System;
- Establish One-Stop Career Center System policy/advisory bodies;
- Develop policy and plan at a regional level for a One-Stop Career Center System;
- Train local One-Stop Career Center System partnership staff;
- Market local One-Stop Career Center Systems and partnerships;
- Develop the electronic One-Stop Career Center System infrastructure that allows for electronic information sharing;
- Provide peer-to-peer technical assistance;

- Develop information technology products that could be used statewide; and
- Increase/enhance linkages with economic development efforts, including economic development organizations, industry cluster associations, chambers of commerce, etc.

Funds cannot be used to:

- Construct new buildings;
- Provide direct delivery of services to clients; or
- Subsidize activities funded from other sources.

B. AVAILABILITY OF FUNDS:

The State of California, through the State Job Training Coordinating Council (SJTCC) and the One-Stop Career Center System Task Force (Task Force), announces a total of \$5,500,000, available to local partnerships for One-Stop Career Center Systems as follows:

- \$4,000,000 for Implementation Grants.
- \$500,000 for Partnership Building Grants.
- \$1,000,000 for Technology Grants.

The State intends to award a minimum of 12 grants in the following categories:

- Four Implementation Grants.
- Five Partnership Building Grants.
- Three Technology Grants.

The number of awards is contingent on the number of applications received and award amounts approved. It is the State's intent to award implementation grant funds to at least one partnership in each of the ten One-Stop Investment Zones over the three year grant period¹. Partnerships must demonstrate an ability to continue funding the proposed local One-Stop Career Center System once funds provided as a result of this solicitation are exhausted.

C. ELIGIBILITY:

Competition is limited to proposals developed by California partnerships that include, at a minimum, representatives of all mandatory programs.² Mandatory programs are those that are required by the DOL to be represented in the One-Stop Career Center System partnership, i.e., Job Service; Job Training Partnership Act (JTPA) Adult and Youth; JTPA Dislocated Worker; Senior Community Service Employment; Unemployment Insurance; and Veterans

¹ One-Stop Career Center System Grant Application, August 1996, p. 21.

² Ibid. p. 5.

Employment Service. The State further requires inclusion of CalWORKs and related welfare-to-work programs administered by county welfare departments. Partnerships not containing representatives of these mandatory programs are not eligible to compete.

In addition, the partnership must have offered "Required Invitees" the opportunity to enter into or decline entering into the partnership, i.e., local economic development organizations; Department of Rehabilitation; K-12 education agencies; community college(s) and other local post secondary educational institution(s); and community-based organizations that provide employment and training services.

The proposal must be signed by the partner agency heads or their designees, including mandatory partners and required invitees, who agree to participate within the geographic boundaries of the proposed One-Stop Career Center System area. In addition, Chief Local Elected Officials (CLEO) of each jurisdiction in the proposed area must be signatory to the proposal. One designated CLEO must accept fiscal responsibility and liability for the local One-Stop Career Center System partnership.³

Special information for One-Stop Career Center System Planning and Development subgrantees currently in the planning and development phase.

Entities which received planning and development grants during 1997 and which are still in the planning and development stages of their One-Stop Career Center System may apply for implementation funds at this time even though they cannot yet fully demonstrate readiness. As part of their proposal, they must present the current planning and development schedule and provide evidence that they will be ready for implementation by September 30, 1998. Implementation funds may be awarded to those successful applicants on the condition that they accomplish the objectives of their planning and development timeline.

D. CATEGORIES OF AVAILABLE FUNDS:

1. Implementation Grants

Total funds available \$4,000,000

Implementation Grants will be awarded to partnerships that demonstrate current adherence to *California's One-Stop Career Center System Vision (Vision)* including readiness to deliver core and intensive services; inclusion of all relevant workforce development partners; and demonstrated support of the CLEO.⁴

The purpose of Implementation funding is to:

- Implement regional systemic change to make better use of resources through coordination and integration of services;
- Make education, job training, and employment services universally available and accessible to all customers at or through the One-Stop Career Center System;

³ California's One-Stop Career Center System Vision, December 8, 1995, p. 25-26.

⁴ Grant Application, p. 22.

- Build partnership staff capacity;
- Establish One-Stop Career Center System policy bodies (if not using an existing policy body);
- Market the local One-Stop Career Center Systems and partnerships; and
- Develop or increase automation capacity that will support the electronic delivery and/or aid in administration of One-Stop Career Center System services and information.

2. Partnership Building Grants

Total funds available \$500,000

Partnership Building Grants replace the Planning and Development Grants that were offered in 1997. The purpose of Partnership Building Grants is to provide more flexibility and capacity to local partnerships in their efforts to plan for a regional One-Stop Career Center System.

Partnership Building Grants will be awarded to applicants who demonstrate the greatest commitment to California's *Vision* for a One-Stop Career Center System; have the most elements of a collaborative process in place; and are willing to undertake additional actions to develop a planning and implementation strategy for a local One-Stop Career Center System.

The purpose of Partnership Building funding is to:

- Develop regional policies and plans to enable the partnership to implement a One-Stop Career Center System;
- Develop other components of the local delivery system in a manner consistent with California's *Vision*, e.g., access to services through multiple entry points;
- Plan to establish a One-Stop Career Center System policy body (if not using an existing policy body);
- Support staff development and team building;
- Support administrative and managerial activities;
- Assist in facilities management; and
- Support a variety of partnership related activities including the development of "public/private" partnerships.

3. Technology Grants

Total funds available \$1,000,000

Technology Grants will be awarded to partnerships meeting all other minimum criteria (p. 6) to develop and implement local electronic linkages that allow for the electronic sharing of information and services among and between partners. Partnerships applying for Implementation Grant funding or Partnership Building Grant funding may also apply for Technology Grant.

The purpose of Technology funding is to:

- Expand linkages/connections which allow for sharing of information across programs; and
- Connect or link centers regionally within local systems and/or across regions.

E. CONSTRAINTS:

Funding Constraints:

Funds cannot be used to:

- Construct new buildings;
- Provide direct delivery of services to clients; or
- Subsidize activities funded from other sources.

Partnerships may apply for either an Implementation Grant or a Partnership Building Grant, but not both.

Partnerships that received One-Stop Career Center System Implementation and Planning and Development Grant funding in 1997 are not eligible to apply for Partnership Building funds.

Partnerships that received One-Stop Career Center System Implementation Grant funding in 1997 may not apply for Implementation Grant funding in 1998. However, entities that are joining an existing funded partnership may submit a proposal for an Implementation Grant. The existing partnership cannot serve as the grant administrator for these funds. To be eligible for the funds, the addition of partners to the existing partnership must result in expansion of the region. Written approval for the expansion must be provided by the One-Stop Career Center System policy body of the existing partnership. This approval should be submitted with the other forms.

Terms and amounts of grant awards will be subject to negotiation before contracts are signed. Awards will not be final until a written contractual agreement with the State has been executed. The State reserves the right to fund individual components within a proposal.

Technology Constraints:

Partnerships may not apply for Implementation Grants or Technology Grants to:

- Improve statewide labor market and career information;
- Automate a consumer report system; or
- Automate a job bank function (including job matching and resume building).

Funding to pilot these technology initiatives may be made available at a later time.

Partnerships applying for Implementation Grants who request funding for:

- Common (universal) intake/application process; and/or
- Common case management tools;

must demonstrate how they intend to meet the established functional requirements for statewide compatibility as defined in the Electronic One-Stop Steering Committee (EOSSC) report “One-Stop Common Intake and Case Management,” dated September 4, 1997.⁵

Partners applying for Implementation Grants or Technology Grants requesting funding for any technology effort must demonstrate that the technology being deployed will operate within the following framework:

- Use an open system environment;
- Use Transmission Control Protocol/Internet Protocol (TCP/IP) communications protocol; and
- Use Internet technologies and tools.

F. MINIMUM CRITERIA FOR ALL GRANT PROPOSALS:

Minimum Criteria consists of completion of the SFP which is described in Section II. The SFP consists of two components:

A. Demonstration of Systemic Change

The Demonstration of Systemic Change requires the partnership to provide specific information relating to the origin of the partnership, and current and future activities of the partnership in support of California’s Vision (see Section II, p. 11).

B. Partnership Agreement

The Partnership Agreement requires the partnership to provide specific information related to each partner organization, the structure of the partnership, the region’s economic base and boundaries, and the completion of budget, timeline, and signatory forms (see Section II, starting at p. 13).

If both the Demonstration of Systemic Change and the Partnership Agreement are completed, the proposal will be forwarded for evaluation and scoring. To be considered a complete proposal, all requested information must be provided. Forms must be fully completed, and signature forms must be signed by the appropriate representatives. If either component is not completed, the proposal will be rejected.

⁵ Electronic One-Stop Steering Committee, “One-Stop Common Intake and Case Management,” September 4, 1997, pp. 18, 28-42.

G. EVALUATION, PROCESS, AND SCORING:

Evaluation:

Implementation funds will be awarded through a competitive process to at least one partnership in each of the ten One-Stop Career Center System Investment Zones over the three year grant period.⁶ During each funding year, at least two One-Stop Career Center System Implementation partnerships will be selected for funding from Investment Zones one through five, and at least two One-Stop Career Center System Implementation partnerships will be selected for funding from Investment Zones six through ten.

For all grant categories, consideration for funding will be given to those proposals that demonstrate they support the statewide One-Stop Career Center System. The most competitive partnerships include the greatest array of services, the greatest number of partners, regional approaches to service delivery, and the proposers' demonstration of readiness to implement the proposed plan.⁷ A fundamental consideration in deciding which proposals are funded will be the level of joint planning, policy development and linkage among local One-Stop, School-to-Career, CalWORKs, Welfare-to-Work, economic development efforts and other local initiatives.

Process:

Proposals that meet the Minimum Criteria (as specified in Section F, p. 6) will be forwarded for evaluation and scoring. The Minimum Criteria review will be conducted by Task Force staff. Weighted evaluation of the proposals that meet the minimum criteria will be conducted by review teams consisting of representatives of organizations which are involved in the delivery, design, or oversight of workforce preparation programs: federal, state and local government, the private sector, and community-based organizations. Partnerships submitting the most competitive Implementation Grant proposals will be subject to a site visit for the purpose of validating information submitted by the applicant. From each level of review, proposers will receive written feedback. Recommendations for funding will be forwarded from the Task Force and the SJTCC to the Governor's Office for final selection.⁸ Partnerships will be notified about the status of their proposals prior to action being taken by the Task Force and will be given the opportunity for a de-briefing and discussion if they are not being recommended for funding.

Scoring:

Final awards will be based on the overall quality of the proposal, readiness of the applicant to implement the proposed plan, and the degree to which the applicant's proposal is in the best interest of the statewide One-Stop Career Center System. Therefore, proposers will be scored on the basis of the criteria for the applied funding category as well as the proposal's contribution, overall, to statewide One-Stop Career Center System building.

⁶ Grant Application, p. 21.

⁷ Ibid. pp. 17, 20-21.

⁸ Ibid. p. 22.

Points will be distributed as follows:

- Up to 25 points for Demonstration of Systemic Change (see Section II, p. 11).
- Up to 75 points for Partnership Agreement (see Section II, starting on p. 13).

Site visits will be conducted with partnerships submitting the most competitive Implementation Grant proposals. The purpose of the site visit will be to validate information submitted in the proposal.

H. PERIOD OF PERFORMANCE:

The period of performance will be 12 months from the date of execution of the subgrant.

I. BIDDERS' CONFERENCES:

Five Bidders' Conferences will be held to assist local efforts in the development of One-Stop Career Center System proposals. Proposers are urged to attend one of these sessions. Proposers will receive an overview of the SFP and will have an opportunity to ask questions relating to the SFP document and process. Questions should be faxed or e-mailed to the One-Stop Office by close of business, Wednesday, January 28, 1998. E-mail: owpmail@ns.net. Questions may also be asked at the Bidders' Conferences.

The Bidders' Conferences are scheduled to begin at 9:00 a.m. and end at 12:00 p.m. Specific information will be provided as to what is expected in terms of partnerships, regionalization, economic development linkages, and other criteria. Following each Bidders' Conference, a general grant writing assistance workshop will be conducted from 1:00 to 3:00 p.m. Dates and locations are listed below. To participate, pre-register by close of business, January 30, 1998. When you preregister, indicate whether you will also be attending the grant writing assistance workshop. Fax or e-mail names, addresses, telephone and fax numbers, of those planning to participate to: fax (916) 654-9863 or (916) 653-7875 or e-mail: owpmail@ns.net.

Registration will be confirmed by phone or fax.

February 2

Marina Del Rey Hotel
13534 Bali Way
Marina Del Rey

February 9

Concord Hilton
1970 Diamond Blvd.
Concord

February 3

Hilton Hotel
285 Hospitality Lane
San Bernardino

February 11

Holiday Inn
685 Manzanita Ct.
Chico

February 5

Holiday Inn
2950 Pea Soup Anderson St.
Selma

J. FORMAT AND SUBMISSION:

Format Requirements: (check boxes are included as a tool for completion)

- ☐ One original, with original signatures, and six (6) copies of the signed proposal.
- ☐ An electronic copy of the proposal on diskette is required and must be included with the paper copies. Files on the diskette must be:
 - ☐ Clearly labeled and formatted as either IBM or Macintosh-based;
 - ☐ In Microsoft Word and/or Excel for narrative and tables; and
 - ☐ In either PICT (picture) or BMP (Bitmap) format for unique graphics.
- ☐ The narrative portion of the proposal **must not exceed 30 pages** in length, excluding the two page Executive Summary and forms provided within the Partnership Agreement. In addition, the proposal must be:
 - ☐ In 12 point font size or larger;
 - ☐ Single spaced;
 - ☐ Single sided;
 - ☐ Pages numbered sequentially; and
 - ☐ Single staple or clipped (no binding).
- ☐ The proposal must include a cover sheet with the following information clearly listed:
 - ☐ Partnership name;
 - ☐ Grant category(ies) for which partnership is applying;
 - ☐ Total amount of funding requested;
 - ☐ Date submitted;
 - ☐ Proposal contact; and
 - ☐ Technical contact.
- ☐ The Executive Summary must not exceed two pages.
- ☐ The Table of Contents must contain sections corresponding to those in Section II (p. 11) of this SFP. These sections are:
 - ☐ Demonstration of Systemic Change;
 - ☐ Partnership Agreement narrative;
 - ☐ Partnership Agreement forms:
 - ☐ Year One Budget;
 - ☐ Year Two Budget;
 - ☐ Quarterly Expenditure Plan for Year One Only;
 - ☐ One-Year Timeline of Major Tasks, Milestones, and Products;
 - ☐ Mandatory Signatory Form for Designated Chief Local Elected Official, Designated Fiscal Agent, and Grant Administrator;
 - ☐ Chief Local Elected Official Signatory Form(s) Affirming Commitment for the Regional One-Stop Career Center System Proposals; and
 - ☐ Authorized Partner Signatory Form(s).

Submission Requirements:

Hand Delivered Proposals

California WorkNet Proposal
EDD/Contract Services Group
722 Capitol Mall, Room 2099
Sacramento, CA 95814

Mailed Proposals

California WorkNet Proposal
EDD/Contract Services Group, MIC 62-C
P.O. Box 826880
Sacramento, CA 94280-0001

Due to the need for original signatures, proposals may not be faxed, telegraphed, or electronically transmitted.

K. CLOSING DATE:

The deadline for receipt of proposals is 3:00 p.m., Tuesday, March 31, 1998, to the above listed addresses (Section J).

A postmark is not relevant to satisfying the deadline and any proposal mailed to the Employment Development Department (EDD) Contract Services Group (CSG), must be received by the EDD Contract Services Group, regardless of when it was postmarked, by 3:00 p.m., Tuesday, March 31, 1998. Late proposals will not be considered. There is no appeal for not meeting the closing date as specified.

Up to the closing date, the EDD Contract Services Group will accept hand-delivered and courier delivered proposals between 8:00 a.m. and 5:00 p.m. daily, excluding Saturdays, Sundays, and federal and state holidays.

For further information and clarification, please contact:



One-Stop Office, California WorkNet Proposal
722 Capitol Mall, MIC 77
Sacramento, CA 95814



Phone: (916) 654-9995
Fax: (916) 654-9863 or (916) 653-7875



E-mail: owpmail@ns.net
Web site: <http://www.sjtcc.cahwnet.gov/SJTCCWEB/ONE-STOP>
(URL is case sensitive)

II. SOLICITATION FOR PROPOSALS (SFP):

INSTRUCTIONS FOR ALL SOLICITATION FOR PROPOSALS

The completed SFP is worth a total of 100 points. The SFP is comprised of two components: the Partnership's Demonstration of Systemic Change and the Partnership Agreement. The Demonstration of Systemic Change will be weighted as will the components in the Partnership Agreement. Following is a breakdown of this point structure :

- Demonstration of Systemic Change -- up to 25 points
- Partnership Agreement -- up to 75 points for the following:
 - Regionalization -- up to 25 points
 - Partner Identification and Commitment -- up to 50 points

Partnerships applying for any of the three grant categories must complete both the Demonstration of Systemic Change and the Partnership Agreement. Check boxes are included as a tool for completion.

For each weighted component, examples of elements that will make proposals the most competitive are provided.

A. PARTNERSHIP'S DEMONSTRATION OF SYSTEMIC CHANGE -- Up to 25 points:

For the purpose of this proposal, systemic change is the restructuring of the manner in which local workforce development services are delivered, consistent with the *Vision*. This component is the partnership's opportunity to provide specific information relating to the origin of the partnership, and current and future activities of the partnership in support of the *Vision*. This component also provides the partnership the opportunity to demonstrate how it is creating systemic change within its local workforce delivery system.

For this component, the most competitive proposals will have:

- Effectively demonstrated how the local One-Stop Career Center System will be Integrated, Comprehensive, Customer Focused and Performance-Based;
- Clearly described comprehensive and well prioritized plans for partner/resource expansion over time; and
- Detailed comprehensive efforts or plans to develop information technology plans for the local One-Stop Career Center System including plans for systemwide connectivity.

The *Vision* provides four guiding principles as the policy framework for the implementation of California's One-Stop Career Center System. Specifically, the System will be:

*. . . an Integrated System, offering as many employment, training, and education services as possible for unified customer service; offer its primary customers -- employers and job, education, and training seekers--a Comprehensive array of useful information, and wide and easy access to needed services; be Customer Focused and able to support informed choice by providing a means for customers to judge the quality of these services; and be Performance-based with the clear outcomes it seeks to achieve identified, and methods, including customer satisfaction, for measuring the agreed-upon outcomes.*⁹

For Implementation Grants and Technology Grants, partnerships must fully describe the following activities. For Partnership Building Grants, partnerships must provide a description of what plans are being undertaken.

- ☐ State your partnership's vision for your One-Stop Career Center System or your partnership's plan to develop a vision that supports the overall development of a statewide One-Stop Career Center System.
- ☐ Describe your partnership's efforts or plans which incorporate the four guiding principles of the *Vision*, i.e., Integrated, Comprehensive, Customer Focused, and Performance-Based.
- ☐ Describe how the local system will provide access for all, detailing how capacity will be built to assure information accessibility for special needs populations.
- ☐ Describe your partnership's plans to build on your One-Stop Career Center System over time, e.g., adding partners, identifying additional funding sources to continue the partnership once the grant period is exhausted.
- ☐ Describe how the partnership functions or will function differently than in the past, e.g., how it will improve the delivery of services, support the economy over time, etc.
- ☐ Describe the planned or actual local One-Stop Policy Body that will be responsible for One-Stop System planning, fiscal responsibility and liability, oversight of the Center(s), policy-making, certification, and participating in ongoing oversight.
- ☐ Describe your partnership's use or planned use of information technology to improve service delivery within your described region.

⁹ Vision, p. ii.

For Implementation Grants which include technology components, and for Technology Grants describe:

- ☐ How requested funds will enhance electronic One-Stop services or capacity; and
- ☐ How requested funds will enhance the electronic sharing of services or information between partners within a center or between One-Stop Centers.
- ☐ Describe the following proposed technology components:
 - ☐ Purpose;
 - ☐ Scope;
 - ☐ Objectives;
 - ☐ Functions;
 - ☐ Deliverables; and
 - ☐ Evaluation criteria and definition of success.

B. PARTNERSHIP AGREEMENT – Up to 75 points for the entire agreement:

This component requires partner identification, commitment, and rationale for the identified region.

MANDATORY PARTNER IDENTIFICATION

Because mandatory partners are required within the local One-Stop Career Center System, no additional points will be awarded for this component.

- ☐ **Identify:**
 - ☐ Mandatory Partners, i.e., representatives of the entities operating programs prescribed by the DOL. The State further requires inclusion of CalWORKs and related welfare-to-work programs administered by county welfare departments (must have all, or proposal will be rejected):
 - ☐ Job Service;
 - ☐ Job Training Partnership Act (JTPA) Adult and Youth;
 - ☐ JTPA Dislocated Worker;
 - ☐ Senior Community Service Employment;
 - ☐ Unemployment Insurance;
 - ☐ Veterans Employment Service; and
 - ☐ CalWORKs and related welfare-to-work programs.

REGIONALIZATION

Because each local One-Stop Career Center System is unique, it will be up to the partnership to determine the regional boundaries that will best provide for the delivery of services to its customer base. For the purpose of building a statewide One-Stop Career Center System, regionalization has been defined as crossing geopolitical boundaries to encompass a larger area for the purpose of coordinating with economic development efforts to serve one of more labor markets/economic regions.

Describe and list supporting data with sources, e.g., plans, strategies, business surveys, labor market information for the statements below -- up to 25 points for this component.

For this component, the most competitive proposals will have:

- Included the partnership's comprehensive approach to identifying the region's boundaries;
- Provided economic data supporting the region's boundaries;
- Demonstrated effective linkages with and support for economic development efforts; and
- Clearly identified strategies to respond to the needs and changing conditions in the region's economy.

A. Describe:

- ☐ The geographic boundaries of, and the rationale for, your partnership's identified One-Stop Career Center System region;
- ☐ The economic base including major industry sections or clusters, key drivers and emerging industries, and job creation activities, e.g., major initiatives, factors, and partners;
- ☐ The general composition of the labor market including demographic characteristics and commute patterns;
- ☐ The skills required by job, education, and training seekers to meet the needs of current and emerging industries within the identified region; and
- ☐ How the previous narrative supports your partnership's choice of geographic region.

B. Identify:

- ☐ What strategies the partnership has developed or will put in place to respond effectively to the needs of the region's economy, and changing conditions, to better serve the needs of its workforce and business community.

PARTNER IDENTIFICATION AND COMMITMENT

This component requires partner identification, partners roles and responsibilities and commitment of resources and includes forms which must be completed. Up to 50 points will be awarded for this component.

For this component, the most competitive proposals will have:

- Demonstrated the greatest number of partners and level of resource integration;
- Clearly identified current partners, showing high levels of partner involvement and commitment within the One-Stop Career Center System;
- Provided strong evidence of active participation by all partners, customers, and stakeholders;
- Clearly defined active collaborative planning by partnerships for local initiatives; and
- Provided comprehensive milestones and key activities in the timeline and a detailed investment plan in the budget that support proposed activities.

A. The partnership must have offered the “Required Invitees” listed below the opportunity to enter into or decline entering into the partnership. If all Required Invitees are not participating within the partnership, provide an explanation as to why they are not participating.

Identify:

- ☐ Participating Required Invitees, i.e.,
 - ☐ Local economic development organizations;
 - ☐ Department of Rehabilitation;
 - ☐ K-12 education agencies;
 - ☐ Community college(s) and other local post secondary educational institution(s); and
 - ☐ Community-based organizations that provide employment and training services.
- ☐ Other partners providing supportive services, e.g., child care providers.

B. State:

- ☐ Your partnership's mission.

C. Describe:

- ☐ All partners' respective roles and responsibilities.
- ☐ All partners' obligation of resources; and
- ☐ Joint planning and policy development efforts among the partners and with other local initiatives including School-to-Career, Welfare-to-Work, CalWORKs programs administered by agencies other than county welfare departments, and other local initiatives.

D. The Partnership Agreement requires the completion of all of the forms listed below:

- ☐ Year One Budget;
- ☐ Year Two Budget;
- ☐ Quarterly Expenditure Plan for Year One Only;
- ☐ One-Year Timeline of Major Tasks, Milestones, and Products;
- ☐ Mandatory Signatory Form for Designated Chief Local Elected Official, Designated Fiscal Agent, and Grant Administrator;
- ☐ Chief Local Elected Official Signatory Form(s) Affirming Commitment for the Regional One-Stop Career Center System Proposals; and
- ☐ Authorized Partner Signatory Form(s).

INSTRUCTIONS FOR THE REQUIRED BUDGET FORMS:

Use the attached budget forms (pp. 19 - 21) to provide a complete budget for each of the One-Stop Career Center System grants for which your partnership is applying. Clearly identify federal, State, local, and private sources of funding used to support grant proposal activities. Identify costs on an annual basis with a breakdown of the required broad cost categories.

Funds received from this solicitation cannot be used to construct new buildings, provide direct delivery of services to clients, or to subsidize activities funded from other fund sources.

The budget forms must specify:

The Year One Budget must detail:

- ☐ The amount requested from the State One-Stop Career Center System funding (Year One Budget form, p. 19);
- ☐ The amount of resources local communities have committed to building the One-Stop Career Center System, excluding funds used for direct services;
- ☐ The methods used to allocate grant funds and for fiscal management accountability;
- ☐ The method by which shared or joint costs will be allocated to the appropriate fund sources; and

- ☐ How the proposed investment will leverage other resources to build a One-Stop Career Center System that will accommodate future program integration.

The Year Two Budget must delineate the funds that the partnership will be dedicating to continued One-Stop Career Center System activities. The second year budget must be prepared, assuming that no additional One-Stop Career Center System grant funding will be received, and must identify resources that will support the One-Stop Career Center System on an ongoing basis once funds provided as a result of this solicitation are exhausted (Year Two Budget form, p. 20).

DESCRIBE THE RESOURCES THE PARTNERSHIP WILL USE TO SUPPORT THE ONE-STOP CAREER CENTER SYSTEM BEYOND THE FIRST YEAR. BUDGET FORMS DEFINITIONS AND BUDGET SUMMARY BY CATEGORIES:

- 1. Personnel:** Show salaries to be paid for project personnel.
- 2. Fringe Benefits:** Indicate the rate and amount of fringe benefits.
- 3. Travel:** Indicate the amount requested for staff travel. The travel and per diem shall be set in accordance with Department of Personnel Administration for comparable classes and that no travel outside the State of California shall be reimbursed.
- 4. Equipment:** Indicate the cost of non-expendable property that has a useful life of more than one year with a per unit cost greater than \$4,999.⁹⁹.
- 5. Supplies:** Include the cost of consumable supplies and materials to be used during the project period.
- 6. Subrecipient Contracts:** Show the amount to be used for procurement contracts (except those which belong on other lines, such as supplies and equipment) and sub-contracts/grants.
- 7. Other:** Indicate all direct costs not clearly covered by Line 1 through Line 6 above, including consultants.
- 8. Total Direct Costs:** Add the amounts on Line 1 through Line 7.
- 9. Indirect Costs:** Indicate the rate and amount of indirect costs. Please include a copy of your negotiated Indirect Cost Agreement.
- 10. Total Funds Requested or Total Expenditures Planned:** Add together Total Direct Costs and Indirect Costs to obtain the total amount.
- 11. Cash Contribution:** Categories of funding which cannot be identified or associated with categories.
- 12. Total Amount:** Add the Cash Contribution amount to the Total Funds Requested amount.
- 13. Cost Sharing/Match Rate:** Divide the Total Funds Requested or Total Expenditures Planned amount by the Total Amount.

**COST SHARING/MATCHING RESOURCES SUMMARY REQUIRED FOR YEAR ONE BUDGET
AND QUARTERLY EXPENDITURE PLAN FOR YEAR ONE ONLY FORMS:**

To demonstrate commitment, some resource match is required from the partnership during the first year. The match may be cash and/or in-kind and may include any resource deemed appropriate by the partnership.

An in-kind match is a non-cash contribution which can be given a cash value. Examples of an in-kind match include: donated services, such as volunteer services; services by employees of other organizations; donated supplies; loaned equipment or space; and donated equipment, buildings, and land.

On the forms, indicate the actual rate and amount of cost sharing/matching resources. On the Year One Budget, provide the source of funds, i.e., federal, State, local, and private.